

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2016-07 Statewide Transportation Planning Services

This document constitutes a Request for Proposals for Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

Project Description – Three (3) consultant firms will be selected to provide transportation planning/corridor planning services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager – Mikael Pelfrey, P.E.

User Division – Division of Planning

Approximate Fee – \$1,500,000 per contract (Upset Limit)

Work will be assigned via Letter Agreement, not to exceed \$250,000 per Letter Agreement

Project Funding – State and Federal Funds

III. PURPOSE AND NEED

As part of its mission, the Division of Planning has a responsibility to lead statewide planning efforts including completing planning studies. This includes collecting, processing and analyzing roadway data in a timely manner; providing guidance and facilitation for District Planning tasks; preparing policies; procedures and guidance manuals for various planning tasks. Additional staff is needed periodically to accomplish these objectives and to keep projects on time and within budget. The consultant(s) will be asked to perform necessary work on an as-needed basis.

IV. DBE REQUIREMENT

The Consultant team shall include a DBE Participation Plan with their response to announcement. An additional page will be allowed with the project approach in the response to announcement to convey this plan. A maximum of four (4) points will be considered in the evaluation factors for the DBE Participation Plan.

V. SCOPE OF WORK

Three (3) statewide consultant contracts will be negotiated to provide engineering services as needed to complete planning tasks that may include but not be limited to:

- Prepare planning studies to identify and/or determine the feasibility or need of a proposed project.
- Identify and evaluate corridors for future project development phases.
- Provide support and/or facilitation for District's Planning Engineering efforts including a problem or needs analysis and identification of potential projects.
- Review and present innovative financing options for select projects.
- Assist with review, editing and preparation of policies, procedures and guidance manuals for various planning tasks.

Activities include but may not be limited to review and rewriting of existing policies and procedures, an inventory of existing conditions and associated issues, establishing project purpose, needs and goals, proposing and analyzing alternate improvements activities, and writing a technical report to document the study process and results.

Other activities could include the collection of traffic data including volume, axle classification, speed, and length data collected according to the guidelines set forth in the current edition of the Federal Highway Administration's (FHWA) Traffic Monitoring Guide (TMG), analysis of Bike/Pedestrian needs, and forecasting and/or modeling needs for select projects.

VI. SPECIAL INSTRUCTIONS

The Department reserves the option to modify the selected consultants' agreement to include any necessary engineering and/or related services for this project. The firm(s) or one of their subconsultants must at that time be prequalified by the Department in the required area(s).

Three (3) firms will be selected to provide these services. The contract period is a two (2) year contract with no new work assigned after June 30, 2018, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$1,500,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No letter of agreement shall exceed \$250,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will be offered to firms on a rotational basis. A firm will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm declines to accept a project, does not respond to an invitation to perform services for a project within fourteen days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, documentation shall be placed in the project files and the next firm on the rotating list shall be offered the project.

The Department will allow the following modifications to the standard response format for response to this Statewide Planning Services advertisement only.

Page 4 (A-E) Resumes, may be expanded, not to exceed 10 pages total (A-J).

Page 5 (A-B) Workload / commitments does not have a page limit.

Page 6 (A-E) Project Experience, may be expanded, not to exceed 10 pages total (A-J).

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

VII. ENVIRONMENTAL

The Consultant shall be responsible for Environmental Footprint and/or Environmental Overview.

VIII. PHOTOGRAMMETRIC SERVICES

The Consultant shall be responsible for obtaining aerials or equivalent for display at meetings.

IX. GEOTECHNICAL SERVICES

The Consultant shall be responsible for any required Geotechnical Overview.

X. TRAFFIC

The Consultant shall provide any necessary Traffic Forecasts.

XI. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant project team must be prequalified in the following areas by the response due date of this advertisement.

TRANSPORTATION PLANNING/CORRIDOR PLANNING

- Highway Planning Services (Consultants prequalified for this category, but not for “Transportation Corridor Systems Planning” must bring a prequalified sub into the project team with experience in multimodal transportation planning at the project and systems level, and in economic analysis utilizing econometric modeling or other economic tools. The proposal should include the subs approach to accomplishing these tasks).
- Transportation Corridor Systems Planning
- Traffic Data Collection (The selected firm will have to become prequalified or bring in a sub that is prequalified to do the work).
- Traffic Demand and Simulation Modeling
- Traffic Forecast
- Pedestrian and Bicycle Facility Planning and Design

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEM ANALYSIS

- Fisheries
- Macroinvertebrates
- Water Quality
- Botany
- Zoology
- Wetlands

ENVIRONMENTAL ARCHAEOLOGY AND OTHER SERVICES

- Prehistoric
- Historic

- Highway Noise
- Air Quality Noise
- Socioeconomic Analysis
- Cultural-Historic Analysis
- EIS Writing and Coordination

ENVIRONMENTAL AND UST SERVICES

- Hazmat Preliminary Site Assessment (Phase I)
- UST Preliminary Site Assessment

GEOTECHNICAL SERVICES

- Engineering Services

XII. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.

- Bulletin Posted – January 12, 2016
- Response Date – February 3, 2016 by 4:30 PM ET (Frankfort time)
- First Selection – February 8, 2016
- Final Selection – February 24, 2016
- Scoping Conference – March 2, 2016
- Notice to Proceed – April 21, 2016

XIII. PROJECT SCHEDULE

Projects will be assigned via a Letter Agreement. Project Schedule Milestones will be negotiated for each assigned project and reflected in the negotiated Letter Agreement.

DRAFT REPORT - To be established for each project.

FINAL REPORT - To be established for each project.

XIV. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or for federal, local or other state governmental agencies. (30 points)
2. Ability to comply with project schedule. (15 points)
3. Past record of performance on projects of similar type and complexity. (20 points)
4. Project approach and proposed procedures to accomplish the services for this project. (5 points)
5. DBE Participation Plan (4 points)
6. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one

(1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XV. SELECTION COMMITTEE MEMBERS

1. Mikael Pelfrey, P.E., User Division
2. Steve Ross, P.E., User Division
3. Travis Thompson, P.E., Secretary's Pool
4. Ron Matar, P.E., Secretary's Pool
5. Joe Walker, Governor's Pool